

Consultant Advisory

2020-2

March 12, 2020

MDOT Consultant Selections Manual Updates (1 of 4)

As part of the Michigan Department of Transportation's (MDOT) efforts to continually improve our services to our customers, we have reviewed our [Selection Guidelines for Service Contracts](#) to assist the MDOT Project Managers in achieving the MDOT Rebuild Michigan program. The following updates to MDOT policies and procedures will be implemented immediately. The modifications discussed below **will not be retroactive** to existing contracts or RFPs advertised prior to March 10, 2020.

Expedited Contracting Process for Qualifications-Based Selections Only (for 100% State Funded Project Phases Greater than \$250,000)

The following modifications to the consultant procurement process is only applicable to projects for which the specific phases (PE, PE-S, CON, etc.) for which services are being requested are 100% state funded and are estimated to exceed \$250,000 in value. Note that **vendor pricing/level of effort information shall not be requested in the proposal stage, nor a factor in the selection process**. Pricing/level of effort may only be discussed with the vendor selected through the QBS process.

The consultant procurement process for projects satisfying the requirements noted above have been simplified in an effort to provide greater flexibility, simplicity, and speed in procuring consultants while maintaining the principles of a qualifications-based selection. The highlights of this new process are provided below. For a full description of the process, please review Section 2.3 of the [Selection Guidelines for Service Contracts](#) or the [Expedited Contracting Process Map flowchart](#) available on the [Requests for Proposals](#) website.

- Scope Development
 - o The MDOT PM must specify the following information regarding the consultant response (proposal) within the scope of services:
 - Length of proposal
 - Proposals may be 1 to 3 pages in length (not including resumes in page limits). Specific page limits will be provided within the scope.
 - An Understanding of Service section may be required in the proposal. If a full Understanding of Service is not required, the MDOT PM may request that the consultants provide a description of one challenge or significant issue relating to the project, and how that challenge or significant issue will be addressed during the project in place of the Understanding of Service

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Questions regarding this
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- If the Understanding of Service is required, the Scope must be posted to the advertisement website for two (2) weeks
 - If the Understanding of Service is not required, but a challenge or significant issue is, the Scope may be posted to the advertisement website for one (1) week
- Qualifications of Team must be provided by the consultant in their proposal
- No additional information, including pricing/level of effort, other than Understanding of Service and/or Qualifications of Team and key staff resumes may be requested by the MDOT PM in the consultant proposal response
- The MDOT PM must specify a second person to whom proposal responses should be sent.
 - The MDOT PM or designee will be responsible for sending an e-mail to the submitting consultant notifying the consultant that their proposal has been received. If the consultant does not receive an e-mail identifying that their proposal has been received, they should contact the MDOT PM and/or designee (Proposal Agent) to ensure the proposal was received.
- Scope Advertisement
 - The MDOT Selections Analyst will post the scope to the MDOT Request for Proposal website under the heading *100% State Funded Projects Greater than \$250,000*, for the requested duration
 - **The scopes will be posted as soon as possible (not only on Mondays as is the procedure for non-State funded RFPs)**
- Consultant Questions and Answers regarding posted Scopes
 - Consultants will be required to submit questions via e-mail to the MDOT PM no later than three (3) business days of the proposal due date
 - Questions and associated answers will be posted to the [MDOT Request for Proposal](#) website.
- Consultant Selection
 - The MDOT PM and the Region System Manager, or designee will review the submitted proposals and identify the most qualified consultant.
 - Scores for the proposals will neither be generated nor provided to the submitting consultants.

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MDOT Consultant Selections Manual Updates (3 of 4)

- Posting of Selections
 - o MDOT will post both the selected consultant name and the names of all submitting consultants to the web on the nearest Friday after receiving the selected vendor.
- Contracting Process
 - o The contracting process will remain unchanged for the consultant.

Tier I Expedited Contracting Process for Qualifications-Based Selections Only (for Both State Funded and Federally Funded Project Phases Less than \$250,000)

The following modifications to the consultant procurement process is only applicable to Qualifications Based Selections (selections containing engineering, architectural, or survey services) for which the services are estimated to be less than \$250,000 in value and may be used for both State and Federal funded projects.

The expedited Tier I process generally follows the expedited state-funded process detailed above. However, the following exceptions apply:

- Scope Development
 - o Proposals must be 1 page in length only.
 - o The MDOT PM must specify whether or not an Understanding of Service section will be required in the proposal. If a full Understanding of Service is not required, the MDOT PM may request that the consultants provide a description of one challenge or significant issue relating to the project and how that challenge or significant issue will be addressed during the project in place of the Understanding of Service. Note that **vendor pricing/level of effort information shall not be requested in the proposal stage, nor a factor in the selection process.** Pricing/level of effort may only be discussed with the vendor selected through the QBS process.
- Scope Advertisement
 - o The MDOT PM must e-mail the scope to a minimum of three (3) consultants that are prequalified to perform the requested services.
- Proposal Responses
 - o Proposal responses will be sent directly to the MDOT PM and their second person (Proposal Agent).
 - The MDOT PM and/or the Proposal Agent will be responsible for sending a timely e-mail to the submitting consultant notifying the consultant that their proposal has been received. If the consultant does not receive an e-mail identifying that their proposal has been received, they should contact the MDOT PM and/or designee (Proposal Agent) to ensure the proposal was received.

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- Any proposals received after the due date/time posted to the [MDOT Request for Proposal](#) website **must be considered non-responsive**. The MDOT PM will be required to notify the submitting consultant that their proposal was considered non-responsive because it was received after the due date/time. **There shall not be any exceptions made to this requirement.**
- Notification of Selection
 - MDOT will post both the selected consultant name and the names of all submitting consultants to the web on the nearest Friday.

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